

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 10, 2007

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TITLE:	Health Information & Development Supervisor
POSITION NO:	11702
LOCATION:	Health Resources Division, Helena
STATUS:	Full-Time/Permanent
UNION:	None
PAY GRADE:	16
STARTING SALARY:	\$36,693 - \$44,754 annually. Depending on qualifications and internal equity
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 25, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

TYPICAL DUTIES: This position manages the Health Information and Development Section in the Medicaid Managed Care Bureau and is responsible for program analysis, contract management, Request For Proposal (RFP) process, quality, evaluation, health outcomes, educational materials, promotion of bureau programs, and supervision of three employees.

KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of financial management; principles of supervision and management; research and policy analysis principles.

Skills: Skill at dealing effectively with providers, clients, associations, and sensitive public, political, and agency relationships.

Abilities: Ability to communicate effectively verbally and in writing; establish effective working relationships with employees and the public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Business, Finance, Health Administration, Human Services, Public Administration, Management, Health Care, Political Science or similar degree **AND** four years of related program and project management experience. Supervisory experience preferred but not

required. Equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a

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position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Health Information & Development Supervisor
Position: #11702
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Your responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Your answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume. Please limit your responses to no more than two pages for all supplemental questions combined.

1. Describe the most difficult work-related communication situation with which you have dealt. How was the situation resolved?
2. Explain how your education and experience qualify you for the position of Health Information and Development Section Supervisor.
3. What does the term "entitlement program" mean to you?